

Arizona LEA Tracker - ALEAT

Managing the LEA User List

It is the LEA's responsibility to update the LEA user list. The LEA user list is updated by disassociating employees who are no longer with the LEA or no longer in a position to be working in ALEAT.

CONTACT ADMINISTRATION

Instructions/Description

FILTER ✓

[Show Advanced Filters](#)

User Name

To remove a person no longer associated with the LEA, click on Show Advanced Filters.

In the drop-down, box for Organization choose your LEA name. To see everyone associated with schools and LEAs have the box show All Levels, or you can just show LEA users or Schools users only by changing the choice for Levels.

Once you see the name of the individual you need to disassociate click on their name or on Edit next to their name.

CONTACT ADMINISTRATION

Instructions/Description

FILTER

[Hide Advanced Filters](#)

User Name

Levels All Levels ✓

User Role Show Retired Admins Only

Filter by Organization Information

Status Active Retired

Organization Sample LEA - Technical As ✓

Assigned Users in Sample LEA - Technical Assistance

+ Add New User

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	Name	Organization	Email	Level	Role
Edit	Nicy Brown	Sample LEA	nicy.brown@gmail.com	LEA	admin
Edit	Tee Lambert	Sample LEA	tee.lambert@gmail.com	LEA	admin
Edit	Tee - School Lambert	Schoolwide Plan	tee.lambert@wesdschools.org	School	
Edit	Tee - School Lambert	ASIP/Schoolwide	tee.lambert@wesdschools.org	School	
Edit	Tee-LEA Lambert	Sample LEA	tee.lambert@yahoo.com	LEA	admin
Edit	Bobbie Orlando	ASIP/Targeted Assistance	bobbie_orlando@yahoo.gov	School	
Edit	Sally smith	Sample LEA	smith@google.com	LEA	admin
Edit	Brenda Wright2	Sample LEA	brendawrightade@gmail.com	LEA	admin

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User Management

Home > Setup & Maintenance > User Management > Sally smith

USER DETAILS

Description and Instructions for the contact view

Name Sally smith [Edit](#)

Email smith@google.com

Level LEA

Phone

Position

Department

Read-Only No

Invitation Number:

[2FAC78F123](#)

Sent 07/25/2012 by Tee Lambert.

[Resend Invitation](#)



To remove the employee, click on "remove" and when the pop-up box appears asking if you want to remove the association with all monitoring and plan roles, click "OK".

Organization Assignments

Monitoring Assignments

Plan Assignments

[+ Add Organization](#)

[Edit All](#)

[Update All](#)

[Cancel Edit All](#)

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Remove	Primary	Organization	County	Level	Role
Remove	<input checked="" type="checkbox"/>	Sample LEA - Technical Assistance	Arizona Department Of Education - ADE	LEA	admin

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For questions related to ALEAT, please contact: ALEAT@azed.gov

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